



## Risk Management and Background Checks

### The Coach or Team Official's Perspective

Arkansas and Oklahoma State Soccer Associations will be using our software to process Volunteer Disclosure Forms (VDF) and background checks. Your state organization will have final say on approval of volunteers and coaches. Both states require submission of social security numbers. Social security numbers are encrypted within our system and are not visible to anyone except to those designated as risk management officials by the state organizations. Additionally, your answers to the VDF questions can be seen only by the state organization.

If you have multiple GotSoccer accounts, for example a coach, manager, board member, ..., you will only need to fill out risk management information once. Our system will search for all other accounts where your **name, birth date, and address are identical**. If you are listed in one account as Bill Cameron and another as William Cameron, we will not automatically approve the second account. Please confirm that your name, address, and birth date are the same for all your GotSoccer accounts.

If you have questions please contact. Sanette Owen-Thomas 301-960-4350 ([sanette@gotsport.com](mailto:sanette@gotsport.com)), Josh Poe 904-200-5855([josh@gotsport.com](mailto:josh@gotsport.com)) or Ria Owen-Thomas ([ria@gotsport.com](mailto:ria@gotsport.com)). You may also contact your club.

To log into a coach or team official account:

1. Go to [www.gotsport.com](http://www.gotsport.com)
2. Click on the **Coach Account** or **Manager Account** under the *Team Members* link. if you are anything but a coach please use the **Manager Account** login.

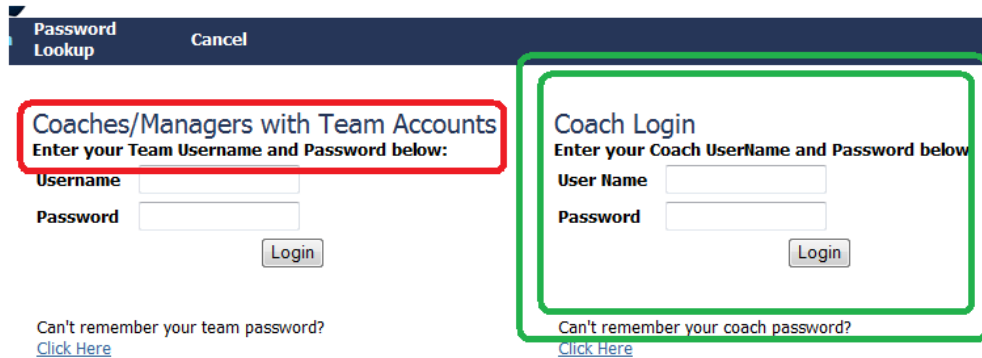


Screen Shot 1



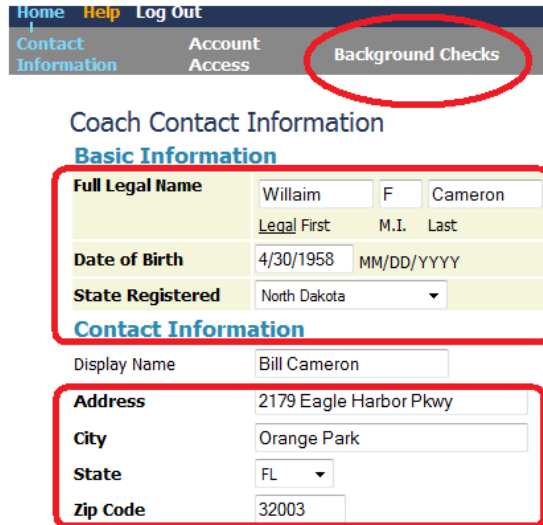
3. Use the login on the **Right** side of the screen, circled in green, to log in.

Screen Shot 2



4. Click the **Background Checks** link on the gray menu bar.
5. Fill out the registration form, the VDF form, agree to the liability waiver and submit the information to the state.

Screen Shot 3



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### Coach Contact Information

#### Basic Information

<b>Full Legal Name</b>	Willaim	F	Cameron
	Legal First	M.I.	Last
<b>Date of Birth</b>	4/30/1958	MM/DD/YYYY	
<b>State Registered</b>	North Dakota		

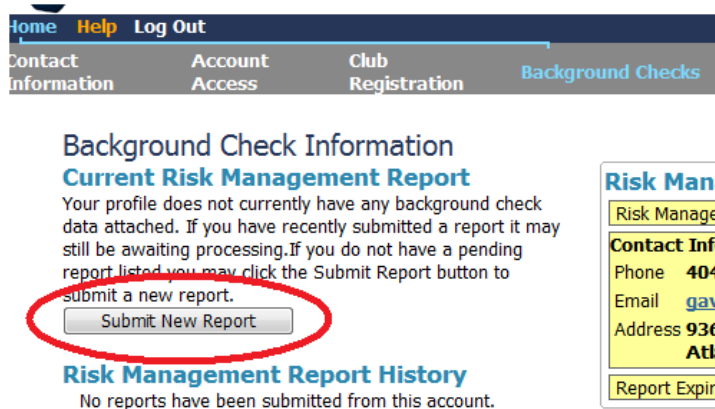
#### Contact Information

Display Name: Bill Cameron

<b>Address</b>	2179 Eagle Harbor Pkwy
<b>City</b>	Orange Park
<b>State</b>	FL
<b>Zip Code</b>	32003

- Once you're on the **Background Checks** screen, click the **"Submit New Report"** button

Screen Shot 4



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### Background Check Information

#### Current Risk Management Report

Your profile does not currently have any background check data attached. If you have recently submitted a report it may still be awaiting processing. If you do not have a pending report listed you may click the Submit Report button to submit a new report.

**Submit New Report**

#### Risk Management Report History

No reports have been submitted from this account.

**Risk Mana**

Risk Manage

**Contact Info**

Phone **404**

Email [gav](#)

Address **936**

**Atla**

Report Expir

- Confirm your personal information, including Gender



Screen Shot 5

**Risk Management Form**

<b>Legal Name</b>	James		Roosevelt	
	First	Middle	Last	Jr, Sr, etc.
<b>Gender</b>	<input type="radio"/> Male <input type="radio"/> Female			
<b>Date of Birth</b>	4	/	30	/ 1958
	Month	Day	Year	
<b>Home Phone</b>	904-555-1212			
<b>Work Phone</b>				
<b>Address</b>	32 Main St			
<b>City</b>	Jacksonville			
<b>State</b>	FL			
<b>Zip Code</b>	32003			
<b>Email Address</b>	bill@gotSPORT.com			

8. Fill out the questionnaire Volunteer Disclosure Form (VDF). Your answers to the VDF questions can only be seen by the state organization.

Screen Shot 6

**Background Information Disclosure**

NO Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of a crime? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.  
If yes, please explain

YES

NO Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of a crime against a person? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.  
If yes, please explain

YES

NO Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of any violation of the law other than a minor traffic violation? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.  
If yes, please explain

YES



9. Read the Background Check liability waiver. Please review all information before submitting. Once you submit the background check form it cannot be modified.
10. Click **I Agree** and **Submit**

Screen Shot 7

A screenshot of a web form titled "Background Check Agreement". The form contains several sections: a heading "Background Check Agreement", a paragraph of text, a sub-heading "CERTIFICATION / CONSENT FOR CRIMINAL BACKGROUND CHECK / AUTHORIZATION / WAIVER / RELEASE / INDEMNITY", another paragraph of text, a sub-heading "Digital Signature", and a final paragraph of text. At the bottom, there are two radio buttons labeled "I Agree" and "I Do Not Agree", a "Cancel" button, and a "Submit" button. The "I Agree" radio button and the "Submit" button are highlighted with red and blue circles, respectively. A vertical scrollbar is visible on the right side of the form content area.

**Background Check Agreement**  
The user agrees to the State law enforcement authorities for investigation and will fully cooperate in any investigation.

CERTIFICATION / CONSENT FOR CRIMINAL BACKGROUND CHECK / AUTHORIZATION / WAIVER / RELEASE / INDEMNITY

I certify that all of my statements on this application, the information provided, and attachments hereto, are true and complete to the best of my knowledge. I also certify that I have not withheld any information that would affect my application unfavorably, if disclosed. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any volunteer or staff position with South

**Digital Signature**  
In addition to the information above, you assert that the information on this form is accurate and complete and you voluntarily consent to a background check being performed.

**I Agree**    **I Do Not Agree**

**Important!** Please review all information before submitting. Once you submit the background check form it cannot be modified.

Finally, you can see your status on your home screen



Screen Shot 8

### Background Check Information Current Risk Management Report

Your profile is attached to the following background check report:

<b>Report #</b>	00000137
<b>Submitted</b>	6/20/2008 10:49:32 AM
<b>Response</b>	
<b>Status</b>	GotSoccer (ND):Pending

You may submit a new report every 1 months.

### Risk Management Report History

Date Submitted	Response Date	Status
6/20/2008 10:49:32 AM		Pending <a href="#">» View</a>

Once you are approved by the state the club will be able to place you on an official team roster and generate ID cards.